

PART 2015 - INFORMATION

SUBPART A - STATE OFFICE INFORMATION OPERATIONS
ALLOWANCES FOR SUPPLIES AND EQUIPMENT

§2015.1 General.

This Instruction gives the allowances for each State Office for information and shows how to obtain supplies and keep control of expenditures.

§2015.2 Allowance.

Each State Office gets fixed annual allowances of \$100 and an additional \$5 for each full-time County Office. Each State Director is responsible for the use of this information allowance.

§2015.3 [Reserved]

§2015.4 Expenditure control.

The State Director is responsible for keeping control of the expenditures. An Administrative Officer or other qualified employee can help with the States' information program and expenditure control. This employee keeps a record on the use of the information allowance to make sure that expenditures do not go above the allowance.

§2015.5 Policy.

Under the U.S. Department of Agriculture (USDA) policy, State Offices must make maximum use of the facilities of the USDA Office of Information, including its publications, exhibits and photographic services. Farmers Home Administration (FmHA) State Offices keep contact with the USDA Office of Information through the FmHA Legislative Affairs and Public Information Staff (LAPIS). LAPIS also helps State Offices with their information programs. The Department must make reports on research, action, regulatory and other programs. Information must include only- matters of public interest.

(a) Information work includes:

- (1) Reporting to the public on how public money is spent.
- (2) Bringing information to farmers and related groups.

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RD Instruction 2015-A
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(3) Giving groups information on nationally authorized programs and telling them they can participate.

(b) LAPIS helps the Agency to "Build Rural America" by:

(1) Showing how to understand FmHA programs.

(2) Showing the importance of the FmHA.

(3) Making Agency morale and efficiency better.

(c) Most of FmHA's work goes on in the States and Counties. Showing effective work to the public is important.

§2015.6 Requisitions for supplies.

Requests for informational supplies such as film and flashbulbs must go to the Finance Office, St. Louis, Missouri, on Form RD 2024-9 "Request for Forms, Supplies, Equipment, or Services," except in cases according to Paragraph 2015.7. The Finance Office notifies the State Office of the cost of all items for State Office records. The Finance Office sends all unusual requests for supplies or services to the National Office.

§2015.7 Emergency and local purchase of supplies.

In emergencies, informational supplies can be bought locally. Film and flashbulbs up to \$25.00 for a single purchase can be bought locally if the total cost is not more than 15 percent higher than the prices in Exhibit A. Obtain locally the development of film, slides and prints. Duplicate slides and pictures and picture enlargements can be obtained locally, provided the total cost is not more than 15 percent more than the prices shown in Exhibit B. In other cases, these services are obtained through the Procurement Management Staff in the National Office.

(a) Employees can pay for local supplies with their own money and be reimbursed, or send an approved invoice so that payment is made directly to the store, in accordance with RD Instruction 2024-A. Store vouchers or invoices must be attached.

(b) Purchase of film which includes the cost of processing is not allowed.

§2015.8 Authorized equipment.

Each State Office gets on request, informational and educational equipment shown in Exhibit C. The cost of this equipment is not included in the State allowance. Send these requests to the Procurement Management Staff, 501 School Street, Washington, D.C. Requests for the publication racks go directly to the Finance Office, St. Louis. State Offices that want to obtain additional or replacement equipment must give written proof of their need.

§2015.9 Usage of the allowance.

Use the allowance for these informational items:

- (a) Photographs or mats of State Directors for news media purposes. LAPIS gives the State Office a portrait, six 8 x 10 inch glossy prints, of each new State Director at no cost to the allowance.
- (b) Exhibits or their elements either from the USDA Exhibit Service or from local sources.
- (c) Services of professional photographers, only when necessary.
- (d) Preparation of dedication brochures, certificates or other material for ceremonies, if LAPIS cannot prepare them and the National Office gives its approval before the purchase.
- (e) Other items of public information about the Agency and its program. Usual items like PA (Program Aid) leaflets are obtained from the Finance Office at no cost to the allowance.
- (f) Supplies, film and services as in §2015.6 and §2015.7.

§2015.10 - 2015.50 [Reserved]

Attachments: Exhibits A, B, and C

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FILM AND FLASH BULBS

Roll Films - Color Slides:

<u>Type</u>	<u>Price</u>
Kodachrome X Film	
KX-135.20 20 exposures----Magazine	\$1.26
KX-126.20 20 exposures----Cartridge	\$1.26

Roll Films - Black and White:

<u>Type</u>	<u>Price</u>
Kodak Plus-X Film	
PX-135.20 20 exposures-----Magazine	\$.50
PXP-120 12 exposures----Package of 20 rolls	\$9.50
Kodak Verichrome 12 exposures-----Cartridge	\$.39
Kodak Tri-X	
TX 126.12 12 exposures-----Cartridge	\$.48
TX 135-20 20 exposures-----Magazine	\$.50

Photographic Lamps:

<u>General Electric</u>	<u>Package Quantity</u>	<u>Price</u>
AG-1	144	\$10.08
AG-1B	144	\$10.08
Flashcube	36	\$10.152
PH/M3	144	\$13.536
PH/M3B	144	\$13.536
PH/5 (Press 25)	144	\$14.832
PH/5B (Press 25 B)	144	\$14.832

The above items are sensitive in nature and must be maintained in a locked container. The quantity of film maintained should be conservative to avoid loss through deterioration and along.

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PHOTOGRAPHIC PRINTING AND ENLARGEMENTS

COPY NEGATIVES (From Photographs):

	<u>Black and White</u>	<u>Color</u>
4" x 5"	\$1.75	\$5.00
5" x 7"	\$1.90	\$6.00
8" x 10"	\$2.50	\$8.00

COPY POSITIVES (Printing):

	<u>Black and White</u>	<u>Color</u>
4" x 5"	\$.80	\$1.50
5" x 7"	\$1.05	\$2.25
8" x 10"	\$1.30	\$3.50

2 X 2 INCH DUPLICATE SLIDES:

\$.45 per slide

ADDITIONAL PRINTS FROM BLACK AND WHITE POLAROID PHOTOGRAPHS MAY BE DUPLICATED AT THE SAME COST AS BLACK AND WHITE NEGATIVES AND POSITIVES AS SHOWN ABOVE. COLOR POLAROID PRINTS WILL NOT BE PROCESSED FOR DUPLICATION BY THE NATIONAL OFFICE.

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STANDARD EQUIPMENT FOR STATE OFFICES

This list is a minimum of equipment that all States can get on request, if funds are available. States with unusual requirements may ask for special items or services, or additional units of standard equipment and give proof of their need. Maintenance and repairs of equipment are done as in Subpart H of Part 2024.

- 1 camera for color or black and white film
- 1 standard slide projector
- 1 portable exhibit
- 1 tape recorder
- 1 flip chart easel
- 1 overhead projector
- 1 chalkboard
- 1 publication rack

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